



METROPOLITAN
TRANSPORTATION
COMMISSION

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JOB ANNOUNCEMENT

POSITION: Toll Revenue Auditor

CLASSIFICATION: Auditor I (Finance Section)

VACANCIES: One

SALARY RANGE: Grade VI of the Salary Plan: \$60,604 to \$77,578 per year.

DESCRIPTION: Under the supervision of the Toll Audit Supervisor, perform daily functions related to toll bridge revenue operations. Monitor daily reconciliation and audit of revenue for toll collectors for the seven Bay Area bridges. Evaluate and analyze variances for toll revenue. Interpret and reconcile daily reports. Report any cash variances or lane equipment malfunctions. Monitor daily reports from bridge operations. Prepare a variety of reports including daily reports, daily collection summaries, weekly and monthly bridge statistics, and reconciliations. Work with audit staff on testing and implementation of new toll collection system. Undertake other specific assignments as required. Work closely and cooperatively with Finance section, bridge personnel, and other MTC staff.

MINIMUM

QUALIFICATIONS: Education: Completion of a bachelor's degree from a school listed in the Higher Education Directory, in an appropriate discipline, such as accounting, auditing, finance, or other related field. (Applicants with a degree issued from an institution outside the United States or from a school not listed in the Higher Education Directory must have their transcripts evaluated by an academic accrediting service and provide proof of equivalency along with the application.)

Experience: Minimum of two years of recent verifiable professional experience in government and fund accounting, and auditing. Experience with reporting systems, audit revenue collection, and financial report preparation. Experience in interpretation of data from variance reports.

Ability to: Communicate clearly and concisely, both orally and in writing. Perform standard accounting tasks of above-average difficulty in the area of assignment. Keep accurate records. Analyze and verify accounting records and statements. Perform mathematical calculations quickly and accurately. Make adjustments to standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate. Interpret, explain and apply applicable laws, codes and regulations relating to revenue management. Investigate, analyze and evaluate problems. Troubleshoot toll collection system. Maintain financial records for multiple agencies. Monitor financial variances. Prepare a variety of financial statements, reports and budgets. Use initiative and sound judgment within established procedural guidelines. Observe safety principles and work in a safe manner. Establish and maintain effective working relationships.

Knowledge of: Principles of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) accounting. Principles and practices of revenue collection. Current trends and practices in business law, accounting or public finance fields. Principles of auditing and internal control. Regulations and procedures pertaining to the fields of assignment. Current trends in financial audits. Financial recordkeeping. Computer based Excel spreadsheets, Word, and Access reports. Knowledge of toll collection systems.

TYPICAL

ASSIGNMENTS: Under the supervision and direction of the Audit Supervisor, perform the following duties:

1. Independently review, audit, and report a variety of daily regular toll collection and reciprocity electronic toll collection revenues for any of the seven bay area bridges using ATCAS. Analyze information on any of the over two hundred toll collectors assigned to tours of duty.
2. Monitor equipment status and malfunctions of the lane controllers, readers, and axle counters.
3. Coordinate with computer system and maintenance employees to correct failing equipment. Provide solutions for resolving toll revenue and collection issues.
4. Input and retrieve accounting information from various databases. Input cash/ticket data and perform adjustments as needed.
5. Prepare daily collection reports for individual toll collectors. Prepare weekly and monthly electronic spreadsheet report summaries on bridge statistics.

6. Perform special request audits and investigations by means of data gathering, analysis, and interpretation of data.
7. Analyze revenue/traffic trends and prepare cash/revenue reports.
8. Make recommendations for updating and improving the computerized audit system and protecting the assets.
9. Work with audit staff on testing and implementation of new toll collection system.
10. Work with bridge toll supervisors, finance, information services and other MTC staff.

INSTRUCTIONS TO APPLICANTS:

Submit an MTC application, and current resume to: Human Resources Office, Metropolitan Transportation Commission, 101 Eighth Street, Oakland, CA 94607. This position is **open until 4:00 p.m., Wednesday, February 10, 2010.** Postmarks, Faxed/emailed applications will not be accepted.

EMPLOYEE SELECTION PROCESS:

This Job Announcement sets a cut-off date and time for the receipt of applications. Applications will be reviewed as promptly as possible following the cut-off date. Those candidates whose applications show the best combination of training, experience, knowledge, and ability relevant to the position will be invited for an interview.

Interviews will be conducted by a panel whose members are acquainted with the requirements of the position. At the conclusion of the interviews, the panel will rate the candidates. The Executive Director may offer the position to the best-qualified candidate.

After the position has been offered and accepted, all other applicants will be notified promptly of the filling of the position. The panel will recommend which of the candidates interviewed but not selected will constitute an "eligibility" list, which will remain in effect for six months. In the event the same, or very similar position becomes available during that period, the list may be used for further selection.

In the event that a suitable candidate is not found, the position will be reopened for further recruitment.

INTRODUCTORY PERIOD:

The initial six months of service in this position constitute a probation period. The purposes of probation are to assist the employee in adapting to the new job, to evaluate the employee's performance relative to continuation in the position, and to provide for corrective measures when performance is deficient.

SALARY SCHEDULE:

MTC staff employees are paid based on an adopted salary schedule. The cited grade for this position consists of eleven steps with intervals of approximately 2½% available for merit progression.

THE FOLLOWING ARE AMONG THE BENEFITS OFFERED TO EMPLOYEES OF MTC:

- Health Benefits Insurance through the Public Employees' Retirement System (100% MTC-paid employee and dependent coverage, depending on health plan selected).
- Agency-paid Dental Insurance (dependent coverage shared by the employee and MTC).
- Agency-paid Vision Care Insurance, employees only (no dependent coverage).
- Agency-paid Life, AD&D, and Long Term Disability Insurance.
- Eleven paid holidays per year.
- One day per month paid vacation leave; for each year of service, an additional day per year is granted to a maximum of 25 days per year.
- One day per month paid sick leave, with no limit to the amount of sick leave that can be accumulated. (May cash out up to 240 hours of accumulated sick leave upon separation from the Agency.)
- Personal Business leave; up to three (3) days per year depending upon date of hire.
- Monthly Transit/Parking Subsidy.
- Public Employees Retirement System (PERS); employee contributes a portion of gross salary on a pre-tax basis.
- Alternative payroll savings plans (tax-deferred deferred compensation plans, two credit unions).
- Voluntary participation in employee-paid pre-tax dependent care and flexible spending accounts;
- Supplemental life insurance

ADVISORIES**QUALIFICATION FOR EMPLOYMENT IN THE UNITED STATES:**

The selected candidate will be required to provide verification of his/her identity and evidence of having legal authorization to work in the United States prior to beginning employment. The selected candidate must maintain his/her employment eligibility status and will be responsible for notifying MTC of any changes.

BACKGROUND CHECKS:

MTC conducts background checks to verify information included in the candidate's application, resume and supplemental materials.

CALIFORNIA DRIVER'S LICENSE:

A valid California Driver's License is required, as MTC employees may be expected to operate an automobile in the performance of assigned duties. Exceptions to this policy will be reviewed on a case-by-case basis to accommodate special needs.

MTC IS AN EEO/AA EMPLOYER:

The Metropolitan Transportation Commission is a non-discriminatory employer. MTC provides all employees and applicants with an equal opportunity in every aspect of the employment experience regardless of race, color, religion, sex, age, national origin, physical handicap, medical condition, or marital status. This policy is implemented through an ongoing affirmative action program to ensure maximum opportunity to participate in the Commission's programs.

The Metropolitan Transportation Commission is a regional transportation-planning agency created by the legislature pursuant to Government Code Sections 66500 et seq. to provide coordinated transportation development for the nine-county Bay Area.